91071 Evidence Report

Name:

Acheived

**Implement basic procedures** *to produce a specified digital information outcome*

involves:

**Applying a set of techniques** to produce a digital information outcome that meets

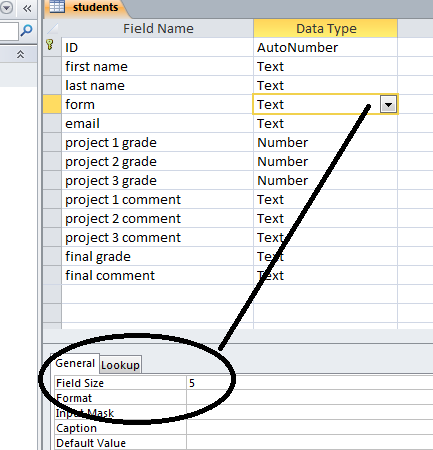
specifications

**Application1 Microsoft Access Database.**

creating flat file database structures, setting and modifying field properties

including name, data type, size and format

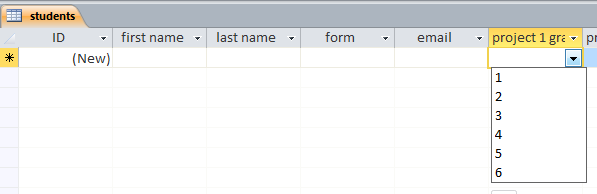
Here is screen shot showing the fields name, data types and where you can change the size and format. The form class is only 5 characters long so I have set the field length to 5.



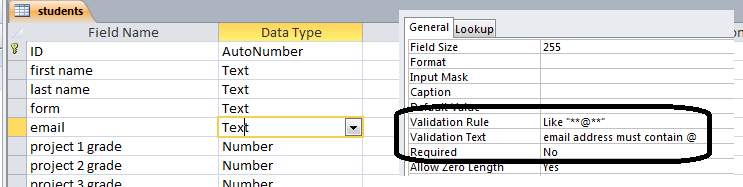
creating simple validation rules (such as format, field size, titles), entering, editing

and deleting records

I have created a drop down menu for the grade field and set it so that only values from the list can be entered.



Also I have set a validation rule for the email field. All email addresses must contain @ - I have set an error message if the user does not enter it with @.



creating forms and reports (can use wizards)

Evidence goes here

creating and using filters, queries and sorts to retrieve relevant information (can

use wizards).

The teacher needed a list of the names and email addresses of all students who had received a grade of 5 or better on project 1, so she could send them a well done email. I create a query to provide that list……….

Show screenshot of query here.

**Application 2**

Do the same for the second application. Copy and paste the required software techniques from the standard and show how you have met each one using screenshots.

**Switching Data between applications**

Show how you switched data between your applications eg.inserting a spreadsheet graph into a word processed document, performing a simple mail merge from a spreadsheet or database, inserting spreadsheet data into a word processed document or presentation

**Choice of software tools and specific features**

Discuss why you choose the software tools that you did and identify the features you used to manage and present information

**Applying file management procedures**

Show how you used basic file management procedures ( folders, sensible file names, version numbers,(screen shots of your folder will work here) zipping files for emailing, transfer or storage, managing viruses)

**Applying design elements and/or formatting techniques** as appropriate to the

Outcome

Show how you customised the layout of your input form in your database, say why the changes help

**Applying data integrity and testing procedures** to ensure the outcome meets the

Specifications (Data integrity procedures will include checking the relevance, accuracy, and reliability of the information.)

(Checking data manually, mention validation rules and drop downs again)

**Following legal, ethical and moral responsibilities** as appropriate to the outcome.

*(Copyright, privacy, data protection)*

*Relate it to your outcome – mention your project in every paragraph*

*Skilfully implement basic procedures to produce a specified digital information*

*outcome* involves:

showing accuracy in the application of techniques and testing procedures

showing independence with regard to decision making in the application of

techniques, and testing procedures.

*Efficiently implement basic procedures to produce a specified digital information*

*outcome* involves:

undertaking techniques and procedures in a manner that economises the use of

resources in the outcome’s production and its use eg timely fashion, optimises the

specific features of tools.

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